

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

March 22, 2018

PRESENT: Patricia Finder-Stone, Bev Bartlett, Melanie Maczka, Deborah Lundberg, Mary Johnson, Linda Mamrosh, Corrie Campbell, Arlie Doxtater

EXCUSED: Larry Epstein, Randy Johnson, Amy Payne, Mary Derginer, Tom Smith, Sam Warpinski

ABSENT:

ALSO PRESENT: Laurie Ropson, Devon Christianson, Kristin Willems, Mary Schlautman, Denise Misovec, Jennifer Hallam-Nelson, Eric Larson

The meeting was called to order by Vice-Chairperson Finder-Stone at 8:32 a.m.

PLEDGE OF ALLEGIANCE:

INTRODUCTIONS:

ADOPTIONS OF AGENDA:

Ms. Lundberg/Supervisor Campbell moved to adopt the amended agenda. **MOTION CARRIED.**

APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 22, 2018:

Supervisor Campbell/Ms. Lundberg moved to approve the minutes for the February 22, 2018 Meeting. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

REVIEW AND APPROVAL OF DECEMBER 2017 FINANCE REPORT:

Ms. Bowers referred to the December, 2017 Financial Highlights and ADRC Summary Report to demonstrate the preliminary expenses and revenues for December, 2017. Ms. Bowers referred to and explained accounting processes at year's end when the books are closed. Ms. Bowers also highlighted restricted revenue and expenses for December 2017.

Supervisor Campbell acknowledged the donation from the Kirkoff family.

Ms. Johnson/Ms. Lundberg moved to approve December, 2017 Financial Highlights, ADRC Summary and Restricted Revenue and Expense Reports. **MOTION CARRIED.**

REVIEW AND APPROVAL OF NET ASSET REPORT FOR 2017:

Ms. Bowers reviewed the net asset report for 2017. Ms. Bowers also explained the management team has been reviewing priorities for 2018 and 2019 and is recommending that additions be made to net assets to cover additional costs for engineering and market increases in labor and materials from prior, dated estimates for replacement of the roof and HVAC at Home-Bound Meal Site at 331 S. Adams St. and 300 S. Adams St Locations. Ms. Christianson explained that engineering expertise is required for the ADRC to finish the project properly. The handout presented outlines the category of net assets and where the additions will be made.

Supervisor Campbell/Ms. Maczka moved to approve the Net Asset Report and requested designations as presented for 2017. **MOTION CARRIED.**

Ms. Bowers shared that in August the auditors recommended a change to the Net Asset Plan Policy to move the designation range for working capital from 20-25% to 25 to 30%. It was suggested to have 3 to 6 months of working capital available due to the potential, at times, for larger funding sources to change or delay payouts to the ADRC. Ms. Christianson explained that in 2013, the policy was created and within the policy it is recommend review of the working capital percentages available to the ADRC every 3-5 years. An update to the policy is warranted.

Supervisor Campbell/Ms. Lundberg moved to amend the Net Asset Plan Policy to change the unrestricted unassigned working capital designation targets from 20 to 25% to 25-30%. **MOTION CARRIED.**

COORDINATOR REPORT: MARY SCHLAUTMAN I&A, CAREGIVER, IN-HOME WORKER:

Ms. Schlautman reviewed the Information & Assistance positions and provided staff updates. Ms. Schlautman shared out of 200 nursing home referrals in 2017, 126 of them were moved into the family care program. Enrollments to family care are declining as the wait list has stabilized, however staff continues to work on enrollment change requests. Ms. Schlautman shared that as of July 2018, the waitlist will end as anyone on the waitlist will be able to enroll in family care when they are ready. Currently I&A staff have a renewed focus on providing options counseling to customers. Ms. Schlautman then shared a customer success story highlighting the breadth of agency services and the collaboration between ADRC departments.

DIRECTORS REPORT:**A. AGING SELF-ASSESSMENT APPROVAL:**

Ms. Christianson referred to the Aging Self-Assessment. She explained that GWAAR requires this annual assessment of progress and performance on set goals from 2017. Ms. Christianson shared that the ADRC is on track for most goals.

- The ADRC was not able to find 10 farmers market volunteers but instead partnered with LIVE 54218 and hired a temp out-reach worker that worked at meal sites to educate people on farmer's market vouchers and the "Double Your Bucks" program.
- A partnership with The Farmery to obtain fresh greens for the ADRC was a goal, but the Farmery was not quite ready to make their items available to the ADRC. ADRC will continue to focus on collaboration with them in the future.
- Powerful Tools for Caregivers for Adult Children with Healthcare needs was launched in 2017.
- There was a goal to hold an event for grandparents raising grandchildren that was delayed and rescheduled for September 2018. The ADRC did have a student volunteer that assisted the ADRC in completing resources on this topic and informational items that are currently being provided to customers.
- The follow up tracking system for customers that received memory screen was not ideal but now has been updated for 2018.
- One major highlight was working with Curative Connections to increase rides to customers in rural areas by 1% in 2017. In 2017 there was a 31% increase in rides to customers in the rural communities.
- An ongoing goal for a couple of years has been to secure an electronic referral form on the ADRC website. This has been difficult but Brown County is purchasing a forms module software package and ADRC is confident that will become a reality in 2018.

The Board of Directors congratulated the ADRC on the many successes and meeting ambitious goals in 2017.

Supervisor Campbell/Ms. Lundberg moved to approve the Aging Self-Assessment. **MOTION CARRIED.**

B. STATE DIRECTORS MEETING: LONG PATH AND REALLOCATION (CARRYOVER):

Ms. Christianson explained that the ADRC provides grants each year to the Office of the Blind and Visually Impaired to ensure customers can be served locally and is used to purchase items for some customers. Ms. Christianson shared with the board a letter the ADRC received from the Office of the Blind and Visually Impaired thanking the ADRC for 87 items they were able to purchase for local customers in need of these items last year.

Ms. Christianson referred to and explained the State Organizational Chart PowerPoint received from Carrie Molke who is the Head of the Bureau on Aging and Disability Resources (BADR).

Ms. Christianson explained that Ms. Molke wanted to share with her the upcoming state initiatives that will be priority for BADR so that they may be considered by the ADRC when creating the next 3 year aging plan. Ms. Christianson shared the state vision and mission. Ms. Christianson also shared the state's 4 strategic pillars/priorities; to provide public health leadership, to strengthen key partnerships, to promote informed decisions and to assure a strong workforce and business practices. Ms. Christianson said the state is looking at dementia system redesign, while the ADRC is focusing on this at the ground level. The State will also be focusing on a healthy Wisconsin which includes the topics of physical activity, alcohol and opioids. Ms. Christianson shared that the ADRC has also been challenged when making decisions to be thinking of the "Long Path" and not to think about the next 3 years, but the next 10 or 20 years. It is important to be thinking of how the next generations will be impacted by the decisions that are made. Ms. Christianson also shared that the state will be working to create a surveillance framework in order to be able to track and measure performance. Ms. Christianson explained the state will also be increasing the quality management systems and would like to be accredited as a health department nationwide.

C. UPDATES ON BADGER TERRACE, DENMARK & PULASKI:

Ms. Christianson shared that the pilot project in Denmark to move the meal site to Our Savior Church began on Wednesday. There were 80 participants for the first lunch. There was less enthusiasm at the end of the meal, as when asked, only a small number of guests said they were likely to return for a routine lunch program.

Ms. Christianson met with Badger Terrace and shared their intention is to give the ADRC 60 day notice to discontinue the congregate meal site. Ms. Christianson shared once received, there is a process of notifying GWAAR of the closure, there will be public input sessions and outreach to those affected by the changes to offer recourses.

Ms. Christianson shared there was a public meeting in the Pulaski Senior Center. There were many people in attendance. Ms. Christianson shared that there is the PACE program in Pulaski that organizes many events in the area. Members from PACE did attend an ADRC tour. Ms. Christianson explained that as with Denmark, Pulaski has very little participation in the congregate meals and the ADRC, including board members, are holding community conversations to explore all of the options. The next meeting is scheduled on April 11th, 2018. Ms. Christianson will continue to provide updates to the board as they are available. Ms. Bartlett explained her experience at the Pulaski meeting as well. She feels optimistic that the task force that has been created will be instrumental in problem solving and decision communication to the Pulaski Community.

D. ADRC ATRIUM/HVAC PROJECT:

Ms. Christianson shared that in 2018 it is a priority to update the HVAC system. Assets are set aside in anticipation of this project. The ADRC has received the engineering proposal, although no proposals have been requested or received for this work. Ms. Christianson asked for approval from the Board to begin the bid process for this project.

Ms. Maczka/Ms. Lundberg moved to approve moving forward with ADRC Atrium & HVAC system bid process. **MOTION CARRIED.**

LEGISLATIVE UPDATES:

Ms. Christianson explained that the ADRC is waiting to hear federally about the status of the Nursing Home Relocation legislation.

ANNOUNCEMENTS:

Ms. Christianson explained there is an opportunity for the ADRC to partner with "foundations". They have been doing innovative work with grants that provide supervision to counseling residents in training to be located in under-served locations in the community rather than in a clinic setting. The ADRC and foundations are currently writing a grant to have a resident in training to be located at the ADRC as a resource to Information and Assistance Staff for caregivers of older adults who could meet with a counselor one on one. Also, the ADRC in collaboration with foundations will be holding on an 8 week workshop on mindfulness.

Ms. Bartlett shared that the caregiver coalition is having an event for caregivers on May 4th, 2018. It will be held at the Ashwaubenon Community Center. It will include a healing power of music program, a mindfulness program and a program on understanding and selecting home care will be the educational portion of the program. Details are listed on page 10 of the ADRC Magazine.

Ms. Bartlett also shared that the Down-syndrome and Alzheimer's sub-committee is holding a program at Aspiro for the caregivers of people with Down syndrome that have Alzheimer's.

NEXT MEETING – ADRC- 300 S. Adams St. April 26, 2018 at 8:30 AM.

ADJOURN:

Supervisor Campbell/Ms. Johnson moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:20 a.m.

Respectfully Submitted,
Kristin Willems,
Administrative Specialist